

TOWNSHIP COMMITTEE MINUTES  
REGULAR MEETING  
SEPTEMBER 14, 2020

The Regular meeting of the Township Committee of the Township of Bordentown was held virtually using Zoom due to the ongoing public health emergency.

PRESENT: Mayor Stephen Benowitz  
Deputy Mayor Eric Holliday  
Committeeman Eugene Fuzy  
Committeeman James Kostoplis  
Committeeman Ken Mason (signed in at 7:03 p.m.)  
Administrator Michael Theokas  
Chief Financial Officer Jeffrey Elsasser  
Clerk Maria Carrington  
Attorney Eileen Fahey

Mayor Benowitz called the meeting to order at approximately 7:02 p.m.

Roll Call was taken by Township Clerk Carrington.

**Resolution 2020-9-14 entitled RESOLUTION TO MEET IN CLOSED EXECUTIVE SESSION** moved by Deputy Mayor Holliday and seconded by Committeeman Kostoplis. Voice Vote: All Aye.

BE IT RESOLVED by the Township Committee of the Township of Bordentown that it does hereby exclude the public to meet in Closed Executive Session for the purpose of discussing:

- Attorney/Client Privilege: Litigation

No formal action was taken during the closed session. The minutes of the closed session may be disclosed to the public when it is determined that the above matters no longer require confidentiality.

The meeting was reopened to the public at approximately 7:22 p.m. through a motion made by Committeeman Mason, seconded by Committeeman Kostoplis. Voice Vote: All Aye.

The meeting was then recessed until 7:30 p.m.

The Mayor led a salute to the flag and a moment of silence dedicated to the victims and families of the September 11, 2001 terrorist attacks. Let us never forget.

Township Clerk Carrington read the following Open Public Meeting Announcement:

This meeting is called pursuant to the provisions of the Open Public Meeting Act. A notice of the 2020 meetings was sent to the *Burlington County Times* and *The Times* on January 8, 2020 and was subsequently published by the *Burlington County Times* on January 10, 2020. The notice was posted on the bulletin boards in the Municipal Building and has remained continuously posted as required under the statute. In addition, a copy of the notice was and has been available to the public and is on file in the office of the Township Clerk.

Proper notice having been given, the Township Clerk is directed to include this statement in the minutes of the meeting. The proceedings of this meeting although virtual are open to the public and are being

electronically recorded and will act as the minutes of the meeting in conjunction with the abbreviated form of the minutes. Requisite minutes are kept for all meetings, whether open or closed to the public.

**Mayoral Proclamations:** Mayor Benowitz read two proclamations into the record. The first designated September as National Preparedness Month and the second declared the week of September 17<sup>th</sup> through 23<sup>rd</sup> as Constitution Week.

**Correspondence:** None

**Administrative Review:** Clerk Carrington stated that there are no changes to the agenda.

**Consent Agenda**

**Resolution #2020-214 entitled APPROVING ROUTINE BUSINESS: MINUTES OF MEETINGS**

**Resolution #2020-215 entitled RENEWAL OF LIQUOR LICENSES FOR THE 2020-2021 TERM**

**Resolution #2020-216 entitled RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF BORDENTOWN AUTHORIZING AN INCREASE IN PAY FOR RACHEL FISHER, FINANCE DEPARTMENT**

**Resolution #2020-217 entitled EXTENSION OF MUNICIPAL ALLIANCE FOR PREVENTION OF ALCOHOLISM AND DRUG ABUSE FISCAL YEAR 2020 FROM JUNE 30, 2020 TO SEPTEMBER 30, 2020 FISCAL GRANT CYCLE JULY 2020-JUNE 2025**

**Resolution #2020-218 entitled RESOLUTION AMENDNG RESOLUTION #2020-209 REFUNDING ESCROW BALANCE FOR BLUEWATER PROPERTY GROUP DEVELOPMENT APPLICATION**

**Resolution #2020-219 entitled RESOLUTION APPOINTING JAMIE SOSA AS PER DIEM ANIMAL CONTROL OFFICER OF THE TOWNSHIP OF BORDENTOWN**

**Resolution #2020-220 entitled RESOLUTION TO APPOINT RICHARD MERCANTINI TO THE POSITION OF PUBLIC WORKS LABORER 1 IN THE DEPARTMENT OF PUBLIC WORKS**

**Resolution #2020-221 entitled APPROVING ROUTINE BUSINESS: PAYMENT OF BILLS**

Township Committee review and discussion of Consent Agenda Items Resolutions #2020-214 through #2020-221: There was no discussion by Committee.

Deputy Mayor Holliday made a motion to open the Consent Agenda items for public comment; seconded by Committeeman Kostoplis. Voice Vote: All Aye.

There was no public comment.

Deputy Mayor Holliday made a motion to adopt the Consent Agenda; seconded by Committeeman Kostoplis. Roll Call Vote:

AYE: Committeeman Fuzy, Committeeman Kostoplis, Committeeman Mason, Deputy Mayor Holliday, Mayor Benowitz  
NAY: None

**Ordinances****Ordinance #2020-19 entitled AN ORDINANCE OF THE TOWNSHIP OF BORDENTOWN, IN THE COUNTY OF BURLINGTON, NEW JERSEY, CANCELLING CERTAIN APPROPRIATIONS NOT NEEDED FOR THEIR ORIGINAL PURPOSES IN THE AGGREGATE AMOUNT OF \$1,467,988.95 AND RE-APPROPRIATING SAID AMOUNTS TOGETHER WITH AN ADDITIONAL \$113,591.16 FROM THE TOWNSHIP'S CAPITAL IMPROVEMENT FUND SURPLUS FOR OTHER CAPITAL IMPROVEMENTS AS SPECIFIED HEREIN**

*Public Hearing:* Deputy Mayor Holliday made a motion to open the public hearing on Ordinance #2020-19; seconded by Committeeman Fuzy. Voice Vote: All Aye. There was no public comment. A motion was made by Deputy Mayor Holliday to close the public hearing; seconded by Committeeman Fuzy. Voice Vote: All Aye.

*Adoption:* Deputy Mayor Holliday made a motion to adopt Ordinance #2020-19; seconded by Committeeman Kostoplis. Roll Call Vote:

AYE: Committeeman Fuzy, Committeeman Kostoplis, Committeeman Mason, Deputy Mayor Holliday, Mayor Benowitz  
NAY: None

Ordinance #2020-19 is adopted.

**Ordinance #2020-20 entitled AN ORDINANCE OF THE TOWNSHIP OF BORDENTOWN READOPTING A FIVE YEAR TAX EXEMPTION AND ABATEMENT PROGRAM PURSUANT TO THE FIVE YEAR EXEMPTION AND ABATEMENT LAW, N.J.S.A. 40A:21-1, ET SEQ.**

*Public Hearing:* Deputy Mayor Holliday made a motion to open the public hearing on Ordinance #2020-20; seconded by Committeeman Kostoplis. Voice Vote: All Aye. There was no public comment. A motion was made by Deputy Mayor Holliday to close the public hearing; seconded by Committeeman Fuzy. Voice Vote: All Aye.

*Adoption:* Deputy Mayor Holliday made a motion to adopt Ordinance #2020-20; seconded by Committeeman Kostoplis. Roll Call Vote:

AYE: Committeeman Fuzy, Committeeman Kostoplis, Committeeman Mason, Deputy Mayor Holliday, Mayor Benowitz  
NAY: None

Ordinance #2020-20 is adopted.

**New Business: 2019 Audit**

Administrator Theokas stated that the 2019 Audit was distributed to and reviewed by the Township Committee. There was one finding that requires a Corrective Action Plan. The finding recommended that the accounting for grants be handled differently. Deputy Mayor Holliday questioned the accounting and asked why this was not previously mentioned. CFO Elsasser said that the accounting has been handled the same way for the last four years. The auditors commented on it last year but it was passively in a note. Mr. Elsasser was shocked at the finding. There are no issues with the cash balance; it is a matter of how the grants were being presented so we are now showing it differently.

**a. Resolution #2020-222 entitled ACKNOWLEDGING RECEIPT OF REPORT OF AUDIT FOR THE YEAR 2019**

Deputy Mayor Holliday made a motion to adopt Resolution #2020-222; seconded by Committeeman Fuzy. Roll Call Vote:

AYE: Committeeman Fuzy, Committeeman Kostoplis, Committeeman Mason, Deputy Mayor Holliday, Mayor Benowitz  
 NAY: None

**b. Resolution #2020-223 entitled APPROVING THE CORRECTIVE ACTION PLAN FOR THE AUDIT RECOMMENDATION IN THE 2019 AUDIT REPORT**

Deputy Mayor Holliday made a motion to adopt Resolution #2020-223; seconded by Committeeman Fuzy. Roll Call Vote:

AYE: Committeeman Fuzy, Committeeman Kostoplis, Committeeman Mason, Deputy Mayor Holliday, Mayor Benowitz  
 NAY: None

**Clerk’s Report on November 3rd Election**

In light of the ongoing novel coronavirus (COVID-19) pandemic, the General Election will be held primarily using Vote-by-Mail Ballots. Ballots will be sent to ALL registered voters by October 5, 2020. Voters DO NOT need to apply to vote by mail in the General Election. There is some confusion over a recent mailing by the US Postal Service, but all voters will be mailed ballots. Burlington County will begin mailing the ballots on September 30 beginning with the largest municipalities so I expect that Bordentown Township residents will be mailed their ballots on October 1<sup>st</sup> or 2<sup>nd</sup>. Ballots may be returned in one of four ways:

- (1) The ballot may be mailed using the postage paid return envelope. It must be postmarked on, or before, November 3.
- (2) Ballots may be returned to the County Board of Elections by personal delivery or authorized ballot bearer. Identification must be provided when signing the bearer book. The County Board of Election is located at 50 Rancocas Road in Mount Holly. Their business hours are Monday through Friday from 8 AM to 4 PM and up to 8 PM on Election Day.
- (3) A voter may deliver their own ballot, sealed in the provided return envelope, to their polling place on Election Day where the envelope will be checked by poll workers.
- (4) The ballot may deposited by 8 PM on Election Day in one of the county’s secure ballot boxes. At this time, the closest one to us is at the Mansfield Township Municipal Building, but more boxes are expected.

At the polling places, only Provisional Paper Ballots will be used to cast votes—no machines. Districts 1, 4, 5, 7 and 8 can vote using Provisional Paper Ballots at the Senior Community Center. Districts 2, 3 and 6 can vote using Provisional Paper Ballots at the Northern Community Park Pavilion. Polls will be open from 6 AM to 8 PM.

All of this information is on the Township website under the Clerk’s Department which is kept up to date. If anyone has any questions, please feel free to call me.

**Administrator’s Report**

The Township held a very successful drive-thru flu clinic where 36 shots were administered. Thank you to Rite Aid, Angel Sauro and the police department for coordinating the event and handling the traffic.

Work on East and West Constitution drive has begun with curbing and inlet repair. The milling is expected to start in early October. All residents will be notified.

The paving work on Georgetown Road, Old York Road and the entrance to Clifton Mills is complete.

Work on Terry Field should be completed in a few weeks.

There have been a total of 107 confirmed cases of COVID-19 in the Township with only 12 in the last month.

Municipal Court is preparing to begin virtual court sessions through Zoom. They are currently only hearing cases through the State portal.

Administrator Theokas reported that the Emergency Management committee has met with the new coordinator. They are preparing and updating emergency plans for hurricanes.

Through tonight’s consent agenda, a new laborer was hired for Public Works. This position is needed and welcomed.

**Township Committee Liaison Reports**

Committeeman Fuzy, Deputy Mayor Holliday and Mayor Benowitz gave reports.

**Public Participation**

Deputy Mayor Holliday made a motion to open the meeting for public participation; seconded by Committeeman Fuzy. Voice Vote: All Aye.

There being no public comment, Deputy Mayor Holliday made a motion to close the meeting to the public; seconded by Committeeman Kostoplis. Voice Vote: All Aye.

Committeeman Fuzy made a final comment regarding the smooth school opening by the district. He also announced that the September 26<sup>th</sup> shredder event will be contactless.

Mayor Benowitz made a final comment that the State is considering guidance for Halloween during the health crisis. He reminded everyone to vote.

Committeeman Kostoplis made a motion to adjourn the Regular Meeting at approximately 8:09 p.m.; seconded by Committeeman Fuzy. Voice Vote: All Aye.

Respectfully Submitted,

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MARIA CARRINGTON, TOWNSHIP CLERK